

JOB OPPORTUNITY BULLETIN

Release Date: November 21, 2018

Bulletin Number: 18-47

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

All appointments are subject to State Restrictions of Appointment (SROA) procedures.

PLEASE NOTE: APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED OR RECEIVED BY THE FINAL FILING DATE (FFD) INDICATED. Applications may be filed in person, but must be received by close of business of the FFD. Applications received after the FFD will not be considered. A notation or reference on the application to other materials, such as "see attached resume", will not be considered. For more information, please contact CAREERS@CALPIA.CA.GOV.

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

THIS JOB OPPORTUNITY BULLETIN CAN BE FOUND ON THE CALPIA INTRANET.



POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under, are available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200

ACCOUNTANT I (SPECIALIST)

JOB CONTROL #: JC-135064

FINAL FILING DATE: DECEMBER 05, 2018

POSITION #: 063-041-4177-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3120 - \$3907

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 AM – 5:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, ACCOUNTS PAYABLE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under direct supervision from an Accounting Administrator I, Supervisor, this position is responsible for professional level accounting duties in the Accounts Payable Unit associated with vendor payments, analysis, reporting and reconciliations.

- Processes payments to vendors; which includes analyze, compare the stated terms on purchase orders and/or contracts with the vendor's invoice, analyze quantities received and invoiced, adjusts vendor's invoices appropriately, ensure purchase order signatures are consistent with the Delegated Signature Authority list.
- Analyze AP audit-trail reports to ensure the appropriate cost center and general ledger account is charged. Monitor purchase price variances and notify the Inventory Management Unit of anomalies, and make independent decisions to create and post general ledger accounting information into ERPLx.
- Gather, analyze, compare, correct, and reconcile accounting data pertaining to CALPIA's financial statements. Utilize the CALPIA's enterprise-wide automated system (ERPLx) to research vendor payments, create and print query reports, use as a tool to analyze and/or assist with preparing monthly AP accruals.
- Responsible for supervising at least two offender clerks for a total of 173 hours.

REQUISITE SKILLS AND ABILITIES:

- Understanding of Generally Accepted Accounting Principles (GAAP)
- Accounting education in government, financial and cost accounting
- Knowledge of accounting internal control measures
- Excellent interpersonal, communication, organization skills
- Detail oriented, analytical, able to meet deadlines while maintaining accuracy
- Dependable

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 11/19/2018

ACCOUNTANT TRAINEE

JOB CONTROL #: JC-134291

FINAL FILING DATE: DECEMBER 03, 2018

POSITION #: 063-041-4179-002

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3524 - \$4202

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 - 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, FISCAL SERVICES, ACCOUNTS RECEIVABLE UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Duties include but are not limited to: Handle and resolve customer dispute letters by analyzing data and making recommendations. Maintain dispute letter logs daily. Research and resolve inquiries from the institutions and customers regarding billing corrections/adjustments. Process Billing/Credit Requests. Responsible for processing employee travel claims (TEC's) for overtime meals, van pool and business expenses on CalATERS and manual claims. Responsible for bank deposits, posting all cash receipts received from physical checks on a weekly basis, to the individual customer accounts. Review the audit trails generated from the account postings, reconcile input data to General Ledger, analyze variances and correct errors. Direct responsibility of at least two offender clerks. Provide work supervision, on-the-job training and work performance evaluations. Maintain offender timecard system and submit timecards for payroll monthly. Assist with training staff in AR unit. Perform other duties as requested by manager/supervisor. Participate on special accounting projects as needed and provide solutions to improve the existing accounting process and special projects. Create, maintain and revise ISO documents and desk manuals. Perform other duties related to the classification. Required to work hours more than a normal workweek (Monday-Friday 8:00 – 5:00) to meet Accounting deadlines which will be determined by the Accounts Receivable Supervisor and/or Chief of Accounting.

REQUISITE SKILLS AND ABILITIES: Intermediate or higher skill level in MS excel and other office suite program; Analytical skills; Communication skills (written and verbal); Time management and organizational skills; Interpersonal skills; Multi-task effectively; be able to work in a team environment; positive attitude.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/15/2018

ACCOUNTANT TRAINEE

JOB CONTROL #: JC-128872

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-760-4179-200

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3524 - \$4202

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 08:00 AM - 05:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, ACCOUNTING, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under direct supervision from an Accounting Administrator I, Supervisor, this position is responsible for professional level accounting duties in the Accounts Payable Unit associated with vendor payments, analysis, reporting and reconciliations.

- Processes payments to vendors; which includes analyze, compare the stated terms on purchase orders and/or contracts with the vendor's invoice, analyze quantities received and invoiced, adjusts vendor's invoices appropriately, ensure purchase order signatures are consistent with the Delegated Signature Authority list.
- Analyze AP audit-trail reports to ensure the appropriate cost center and general ledger account is charged. Monitor purchase price variances and notify the Inventory Management Unit of anomalies, and make independent decisions to create and post general ledger accounting information into ERPLx.
- Gather, analyze, compare, correct, and reconcile accounting data pertaining to CALPIA's financial statements. Prepare monthly journal entry accruals. Utilize ERPLx to research, input, and post accounting/general ledger information.
- Assist with the compilation of the financial statements. Responsible for completing various Accounts Payable reports. This includes: analysis and reconciliation of payment information, and ensuring compliance with regulatory guidelines.

REQUISITE SKILLS AND ABILITIES:

- Understanding of Generally Accepted Accounting Principles (GAAP),
- Accounting education in government, financial and cost accounting,
- Knowledge of accounting internal control measures,
- Excellent interpersonal, communication, organization skills,
- Detail oriented, analytical, able to meet deadlines while maintaining accuracy
- Dependability

REQUISITE APPLICATION DOCUMENTS: Degree and/or School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 09/27/2018

ACCOUNTING OFFICER

JOB CONTROL #: JC-134250

FINAL FILING DATE: DECEMBER 03, 2018

POSITION #: 063-760-4546-200

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4177 - \$5230

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 - 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, REPORTS AND RECONCILIATION UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the direction of the Accounting Administrator I, Supervisor, this position will perform research and analysis on various accounting functions in the Reports & Reconciliation Unit. The duties include, but are not limited to:

- Process IIT (Inventory Transfers, Intra or Inter-Institution) Request Forms
- On a daily basis, monitor, identify, research and correct Billings that are in error status.
- Perform monthly General Ledger and Cash reconciliations such as SMIF (Surplus Money Investment Fund), Uncleared Collections, and the CALPIA Bank Account.
- Prepare monthly journal entries or coordinate with appropriate accounting staff to process correcting entries.
- Review, research, and prepare all monthly journal entries from SCO tab run and other State agency invoices.

REQUISITE SKILLS AND ABILITIES:

- Knowledge of commercial model Cost Accounting and State Appropriations & Fund Accounting
- Good interpersonal, communication, and written skills
- Good organizational and time management skills
- Be detail oriented with focus on accuracy and meeting deadlines
- Knowledge of Microsoft Excel programs and Automated Accounting Systems
- Willing to work hours more than a normal workweek (Monday-Friday, 8:00-5:00) to meet Accounting deadlines determined by the Chief of Accounting and/or Chief Financial Officer

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/15/2018

ACCOUNTING TECHNICIAN

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC- 124832

FINAL FILING DATE: UNTIL FILLED

POSITION #: 047-100-1741-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2868 - \$3593 – THIS POSITION MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL, POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 - 1630

LOCATION: AVENAL STATE PRISON, ADMINISTRATION, 1 KINGS WAY, AVENAL, CA 93204

DESCRIPTION OF DUTIES: Under the supervision of the Prison Industries Administrator, this position obtains and records financial data for use in maintaining accounting, budgetary, and statistical records required for manufacturing, agriculture, and service enterprises. Collates purchase requisitions with stock receipt reports and vendor invoices. Incumbent in this position ensures that all invoices are correct, accurate, and authentic. Prepares payment packages for review, approval and signature and submits signed payment packages to CALPIA Central Office Accounting. Performs accounting work in the maintenance of fiscal records including claims processing. Functions as the custodian of petty cash reserve. Maintains current procurement records and archives past procurement records in accordance with appropriate policy and procedures. Schedules destruction of archival records in accordance with applicable Government Code. Compiles composite reports from individual reports from various sources as required by management or government code. Prepares and audits materials requiring analyses of supporting documents and insures that all entries are entered into the system properly. Identifies and resolves problems and inconsistencies, determining appropriate corrective procedures when necessary.

REQUISITE SKILLS AND ABILITIES: Knowledge of principles and practices of financial record keeping, Key-data experience and 10-key, basic procedures of accounting, governmental accounting principles and procedures. Ability to express ideas and report data effectively, apply rules and regulations pertinent to finance, analyze data and draw logical conclusions. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Analytical ability; communication skills; self-directed, able to take initiative and work independently; dependable, good attendance record, and willingness to work with and around inmates.

REQUISITE APPLICATION DOCUMENTS: School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 08/28/2018

ACCOUNTING TECHNICIAN

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-108863

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-100-1741-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2868 - \$3593; THIS POSITION MAY BE ELIGIBLE FOR \$190 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY.

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615 - 1615

LOCATION: CORRECTIONAL TRAINING FACILITY, ADMINISTRATION, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: Supervises the review and preparation of procurement documents to ensure completeness, accuracy, and conformity to accepted accounting standards, and that all necessary accounting information has been included. Maintains files on equipment inventories and tracks movement. Communicates and follows through with vendor inquiries, Central Office inquiries, and factory staff inquiries regarding accounting matters. Utilize ERPLx for entering purchase orders for procurement of goods and services. Process payment packages and invoicing from vendors. Verifies invoices against purchase orders for quantity received, reconciles variances through warehouse and vendors. Prepares Vendor Dispute forms. Verifies authenticity of purchase documents and vendor invoices before approving payment. Processes Travel Claims and Travel Reimbursement of all CTF CALPIA staff by maintaining accurate files. Maintains bookkeeping and maintenance of the daily and monthly registers. Prepares monthly IEP, Payroll, Lost Hours, Monthly Management and other reports as needed for PIA Administration. Picks up, delivers and distributes Institutional and U.S. mail on a daily basis and other duties as required.

REQUISITE SKILLS AND ABILITIES: Ability to express ideas and give instructions effectively; operate common office appliances used in financial record keeping, make arithmetical computations rapidly and accurately; apply rules and regulations to specific cases; analyze data and draw logical conclusions. Knowledge of principles and practices of financial record keeping; basic principles of accounting, governmental accounting principles and procedures.

REQUISITE APPLICATION DOCUMENT(S): School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 04/26/2018

ASSOCIATE PERSONNEL ANALYST

JOB CONTROL #: JC-126188

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-043-5142/5393-810

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4784 - \$5988

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 AM – 5:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the supervision of the Human Resources Manager, the Staff Services Analyst provides assistance and advice to staff of the California Prison Industry Authority (CALPIA) in central office and statewide institution operations pertaining to exams, classification, pay, and other personnel-related issues. Assist in preparing the development, scheduling, and making arrangements as needed for the administration of the assigned examinations in accordance with the Annual Examination Plan; develops examination bulletins and arranges for their distribution; reviews and analyzes knowledge, abilities, and minimum qualifications to develop; maintains and review current online examinations and upload newly eligible candidates from the online examination system to the CalHR's Examination Cert Online System (ECOS); conducts, review, edits and facilitate the job analysis by guiding subject matter experts through the process to determine the knowledge, skills and abilities (KSAs) requirements. Research and interpret civil service law, rules, policies and procedures to advise management on Personnel Action Request (HRF018) packages and personnel issues including position establishment, reclassify positions to determine appropriateness of proposed classification; reviews and if appropriate, approves training and development plans, special hiring rates, personnel appointments, and other related actions; conducts on-site position audits as needed and makes recommendations on the appropriate classification; constructs new organizational charts and reviews existing organizational structures and duty statements, and makes recommendations for appropriate revisions.

REQUISITE SKILLS AND ABILITIES: Candidates must be self-motivated, able to work independently, and contribute to a team environment. Strong analytical abilities, including writing and verbal skills, are a desired qualification, as is knowledge of Microsoft Word, Excel programs.

REQUIRED APPLICATION DOCUMENTS: Degree and/or School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants from the Associate Governmental Program Analyst list are being considered. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 09/10/2018

CONSTRUCTION SUPERVISOR I (CORRECTIONAL FACILITY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.96

JOB CONTROL #: JC-120101

FINAL FILING DATE: DECEMBER 03, 2018

POSITION #: 063-075-4107-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS

SALARY: \$5417 - \$6780

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1530

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, CAREER TECHNICAL EDUCATION, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: ***Prior to applying for any Construction Supervisor I (Correctional Facility) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Oversees assigned construction projects from the planning phase through design and completed construction phase; provides on-site direction and coordination for the work activities of CALPIA staff, custody staff, inmate crews, contractors, and casual labor persons involved in the construction, alteration, or major repair to the various CALPIA enterprises and assists with installation and/or removal of CALPIA's large manufacturing and service equipment within California correctional facilities. Ensure projects are completed on time as scheduled and within budget.

Prepares bid documents for material & equipment purchases, service & expense agreements per construction plans and specifications; Prepares accurate budget cost estimates, schedule documents displaying critical path milestones and material lists for completion of all assigned projects, including modifications to existing physical plans to comply with operational, security and treatment requirements; Prepares scope of work for contract documents and ensures that CALPIA has received all the required construction approvals and inspections from the appropriate governing agencies.

Reviews and evaluates the Architectural and Engineering (A&E) plans and specifications for work described to complete capital improvements to existing CALPIA enterprises to ensure that all relative codes and standards are compliant and adhered to ensures that all mechanical, electrical, plumbing and building systems comply with the practical engineering requirements for specified industry. Ensures installation of required hardware, equipment and support systems comply with manufacturer specifications and applicable building codes.

Prepares and monitors project schedules, costs expenditures and submits data to the Workforce Development Administrator for monthly status reports reflecting all assigned projects. Prepares project status reports which require general computer skills and knowledge using Microsoft Word, Excel, and Project programs.

REQUISITE SKILLS AND ABILITIES: General computer skills and knowledge using Microsoft Word, Excel, Office, and Project programs; Knowledge of construction codes and regulations; Proficiency in blueprint and A&E plans; Project management experience. Possession of a valid driver's license is preferred.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 07/25/2018

CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2006-XXX

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2350 - \$2941 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU01.pdf>, click Complete Self-Assessment***

Under the supervision of the Custodian Supervisor II, CF and direction of the Lead Custodian (CF) (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm, and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134319) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2006-PFT - DATE POSTED: 11/10/18 (JC-133851) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2006-PFT - DATE POSTED: 11/7/18 (JC-133951) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2006-PFT - DATE POSTED: 10/30/18 (JC-132769) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134131) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671

POSITION #: 074-760-2006-PFT - DATE POSTED: 11/14/18 (JC-134593) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134068) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134240) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO-CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2006-PFT - DATE POSTED: 10/30/18 (JC-132884) - **FINAL FILING DATE: UNTIL FILLED**

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2006-PFT - DATE POSTED: 11/16/18 (JC-134932) - **FINAL FILING DATE: UNTIL FILLED**

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2006-PFT - DATE POSTED: 10/29/18 (JC-132705) - **FINAL FILING DATE: UNTIL FILLED**

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134168) - **FINAL FILING DATE: UNTIL FILLED**

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2006-PFT - DATE POSTED: 11/15/18 (JC-134892) - **FINAL FILING DATE: UNTIL FILLED**

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2006-PFT - DATE POSTED: 11/14/18 (JC-134604) - **FINAL FILING DATE: UNTIL FILLED**

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

POSITION #: 383-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134070) - **FINAL FILING DATE: UNTIL FILLED**

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 392-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134142) - **FINAL FILING DATE: UNTIL FILLED**

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-760-2006-PFT - DATE POSTED: 11/14/18 (JC-134678) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2006-PFT - DATE POSTED: 9/6/18 (JC-125892) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134269) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2006-PFT - DATE POSTED: 10/31/18 (JC-132935) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134298) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2006-PFT - DATE POSTED: 11/14/18 (JC-134720) - **FINAL FILING DATE: UNTIL FILLED**

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2006-PFT - DATE POSTED: 11/15/18 (JC-134873) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134110) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 965-760-2006-001 - DATE POSTED: 08/10/18 (JC-122615) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2006-PFT - DATE POSTED: 10/30/18 (JC-132904) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 967-760-2006-PFT - DATE POSTED: 11/15/18 (JC-134907) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134208) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2006-PFT - DATE POSTED: 11/16/18 (JC-134952) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2006-XXX

TENURE / TIME BASE: PERMANENT / INTERMITTENT (1500 HOURS)

SALARY: \$2350 - \$2941 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU01.pdf>, click Complete Self-Assessment***

Under the supervision of the Custodian Supervisor II, CF and direction of the Lead Custodian (CF) (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm, and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134329) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2006-PIN - DATE POSTED: 11/7/18 (JC-133918) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2006-PIN - DATE POSTED: 11/8/18 (JC-133996) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2006-PIN - DATE POSTED: 10/30/18 (JC-132776) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134137) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671

POSITION #: 074-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134603) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134100) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134257) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2006-PIN - DATE POSTED: 10/30/18 (JC-132899) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SAN QUENTIN, SAN QUENTIN, CA 94964

POSITION #: 096-760-2006-930 - DATE POSTED: 7/2/18 (JC-116789) - FINAL FILING DATE: UNTILL FILLED

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2006-PIN - DATE POSTED: 11/16/18 (JC-134933) - FINAL FILING DATE: UNTIL FILLED

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2006-PIN - DATE POSTED: 10/29/18 (JC-132720) - FINAL FILING DATE: UNTIL FILLED

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134191) - FINAL FILING DATE: UNTIL FILLED

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2006-PIN - DATE POSTED: 11/15/18 (JC-134900) - FINAL FILING DATE: UNTIL FILLED

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134631) - FINAL FILING DATE: UNTIL FILLED

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

POSITION #: 383-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134081) - FINAL FILING DATE: UNTIL FILLED

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 392-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134157) - FINAL FILING DATE: UNTIL FILLED

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134691) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2006-PIN - DATE POSTED: 9/6/18 (JC-125917) - **FINAL FILING DATE: UNTIL FILLED**

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134277) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2006-PIN - DATE POSTED: 10/31/18 (JC-132949) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134303) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134724) - **FINAL FILING DATE: UNTIL FILLED**

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2006-PIN - DATE POSTED: 11/15/18 (JC-134888) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134114) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2006-PIN - DATE POSTED: 10/30/18 (JC-132911) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 967-760-2006-PIN - DATE POSTED: 11/15/18 (JC-134912) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134220) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2006-PIN - DATE POSTED: 11/16/18 (JC-13494) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2006-XXX

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITIONS MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2350 - \$2941 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS AND HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU01.pdf>, click Complete Self-Assessment***

Under the supervision of the Custodian Supervisor II, CF and direction of the Lead Custodian (CF) (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, rest rooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

REQUISITE SKILLS AND ABILITIES: Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm, and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134333) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)

AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 047-760-2006-LFT - DATE POSTED: 11/7/18 (JC-133925) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561

POSITION #: 052-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134027) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2006-LFT - DATE POSTED: 10/30/18 (JC-132782) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212

POSITION #: 073-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134155) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671

POSITION #: 074-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134607) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696

POSITION #: 075-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134112) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710

POSITION #: 081-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134260) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880

POSITION #: 087-760-2006-LFT - DATE POSTED: 10/30/18 (JC-132910) - FINAL FILING DATE: UNTIL FILLED

CALIFORNIA STATE PRISON - SAN QUENTIN, SAN QUENTIN, CA 94964 (TWO POSITIONS)

POSITION #: 096-760-2006-100/101 - DATE POSTED: 7/2/18 (JC-116756) - FINAL FILING DATE: UNTIL FILLED

DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378

POSITION #: 107-760-2006-LFT - DATE POSTED: 11/16/18 (JC-134939) - FINAL FILING DATE: UNTIL FILLED

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2006-LFT - DATE POSTED: 10/29/18 (JC-132745) - FINAL FILING DATE: UNTIL FILLED

WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280

POSITION #: 179-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134201) - FINAL FILING DATE: UNTIL FILLED

SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 189-760-2006-LFT - DATE POSTED: 11/15/18 (JC-134910) - FINAL FILING DATE: UNTIL FILLED

FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671

POSITION #: 287-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134673) - FINAL FILING DATE: UNTIL FILLED

CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610

POSITION #: 383-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134098) - FINAL FILING DATE: UNTIL FILLED

RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 391-760-2006-100 - DATE POSTED: 8/24/18 (JC-124503) - FINAL FILING DATE: UNTIL FILLED

CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 392-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134160) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)

PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 393-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134698) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA STATE PRISON LOS ANGELES, 44750 60TH STREET WEST, LANCASTER, CA 93536

POSITION #: 399-760-2006-LFT - DATE POSTED: 9/6/18 (JC-125952) - **FINAL FILING DATE: UNTIL FILLED**

CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 405-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134294) - **FINAL FILING DATE: UNTIL FILLED**

PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

POSITION #: 439-760-2006-LFT - DATE POSTED: 10/31/18 (JC-132951) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212

POSITION #: 589-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134314) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134725) - **FINAL FILING DATE: UNTIL FILLED**

VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610

POSITION #: 921-760-2006-LFT - DATE POSTED: 11/15/18 (JC-134891) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA REHABILITATION CENTER, 5TH AND WESTERN, NORCO, CA 92860

POSITION #: 964-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134118) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

POSITION #: 966-760-2006-LFT - DATE POSTED: 10/30/18 (JC-132918) - **FINAL FILING DATE: UNTIL FILLED**

NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 967-760-2006-LFT - DATE POSTED: 11/15/18 (JC-134937) - **FINAL FILING DATE: UNTIL FILLED**

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134226) - **FINAL FILING DATE: UNTIL FILLED**

CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

POSITION #: 970-760-2006-LFT - DATE POSTED: 11/16/18 (JC-134958) - **FINAL FILING DATE: UNTIL FILLED**

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2004-XXX

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2808 - \$3519 - POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU03.pdf>, click Complete Self-Assessment***

Under direction, the Custodian Supervisor II (CF) performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and works under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 177-760-2004-001 - DATE POSTED: 10/19/18 (JC-131496) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2004-XXX

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITIONS MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$2808 - \$3519 - POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU03.pdf>, click Complete Self-Assessment***

Under direction, the Custodian Supervisor II (CF) performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and works under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640

POSITION #: 045-760-2004-001 - DATE POSTED: 09/19/18 (JC-127649) - FINAL FILING DATE: UNTIL FILLED

HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

POSITION #: 933-760-2004-001 - DATE POSTED: 06/06/18 (JC-113717) - FINAL FILING DATE: UNTIL FILLED

CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)

IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

POSITION #: 969-760-2004-001 - **DATE POSTED:** 12/22/17 (JC-93904) - **FINAL FILING DATE: UNTIL FILLED**

FREE VENTURE-PRIVATE INDUSTRIES SPECIALIST

JOB CONTROL #: JC-134039

FINAL FILING DATE: NOVEMBER 26, 2018

POSITION #: 063-062-9550-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5255 - \$6578

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 - 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, JOINT VENTURE/FREE VENTURE PROGRAM, 995 FOLSOM LAKE CROSSING FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Develops and implements strategic marketing plan for program enhancement to include contact with trade shows, conferences, civic organizations (i.e. Chambers of Commerce); identifies and initiates contact with management of companies that may be potential program participants.

Assists JVP Administrator with the processing of contract and lease documents between program participants, CDCR, and Department of General Services, Real Estate Services Division; reviews said documents for accuracy and compliance, ensuring all required supporting documentation is submitted and directed to the appropriate staff or agency for review and approval; processes contract and lease amendments; works with CDCR Legal Division in the standardization of JVP and Free-Venture Program (FVP) contracts and leases.

Monitors and evaluates the implementation and continuance of the FVP within CDCR Juvenile Justice Institutions and JVP within CDCR Adult Institutions; conducts periodic reviews of the JVP or FVP businesses to ensure compliance with federal and state guidelines and regulation governing the operation and implementation of JVP and FVP; monitors and evaluates statewide program policies and procedures.

REQUISITE SKILLS AND ABILITIES: Knowledge of: Corporate or business operations, marketing strategies, public relations, principles and methods used in expending and promoting new business opportunities; laws and regulations governing private business; business organizations, professional organizations, and State and local chambers; Federal Interstate Commerce Regulations.

Ability to: Communicate effectively with corporate executives; establish program support from private industry, business, trade associations, unions and professional business organizations; write effectively; analyze situations and take appropriate actions; think and act quickly in emergency and sensitive situations.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/08/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (CROPS FARM)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-133691

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-215-0648-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0630 - 1430

LOCATION: CORRECTIONAL TRAINING FACILITY, AGRICULTURE, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Crops Farm) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direct supervision of the Prison Industries Manager, the incumbent is responsible for the supervision and instruction of a group of inmate workers engaged in the farming operations from 20 acres with future projections of up to 70+ acres of cultivated vineyard located at Correctional Training Facility (CTF), which serves as the practical application for the offender Career Technical Education (CTE) program. Plans and schedules crop operations including labor, materials and equipment, land preparation, planting, cultivation, pest control, weed abatement, harvesting and storage of grape crops. Responsible for completing all work assignments, per seasonal and CTE requirements. Set up, adjust and operate equipment required for a farming operation. Trains and supervises inmates in the safe operation of farming equipment, production techniques and safe work practices. Counsels and disciplines inmates in a professional manner, while being firm, consistent and impartial. Trains and evaluates the overall performance of inmates, including preparing inmate timekeeping records and disciplinary documentation. Ensure all disciplinary reports are recorded using current procedures. Prepares production records; conducts safety meetings; Maintain tool and key control processes and records; ensures a safe work environment; assists with custodial searches and offender counts. Maintain the safety and security of the institution.

REQUISITE SKILLS AND ABILITIES: Ability to facilitate, organize and implement sound agricultural practices at a vineyard enterprise within a correctional institution. Experience in all aspects of wine grape production. Ability to supervise and motivate subordinate staff using established leadership methods. Ability to recognize problems and determine resolutions. Experienced in modern grape farming techniques and the ability to apply them to new projects and more effective farming practices. Excellent written and verbal communication skills. The ability to demonstrate professionalism at all times and to be tactful and objective.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/07/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-125951

FINAL FILING DATE: UNTIL FILLED

POSITION #: 058-150-7198-008

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0630 – 1630

LOCATION: CALIFORNIA MEN'S COLONY, FABRIC PRODUCTS, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent II (Fabric Products), this position is responsible for supervising and training inmates in the Fabric

Products factories. Primary duties are as follows:

- Trains and supervises inmate work crews in the production of fabric products.
- Maintains a high quality standard for assignments.
- Maintains morale, production rate, tool control, and supplies for his/her specific assignment.
- Maintains at all times the highest level of security of the institution by being diligent, observant, and vigilant in following and adhering to the established policies and procedures.

REQUISITE SKILLS AND ABILITIES: Incumbent must have requisite skills and ability to supervise a garment enterprise including methods, materials, machinery, processes, tools and equipment used in industrial operations, production scheduling, quality control and standards, general safety practices and training, materials handling techniques. Incumbents must be able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; maintain firm impartial, and consistent discipline; understand rules, regulations, laws, policies and procedures; analyze situations accurately and take effective action; keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/06/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-134744

FINAL FILING DATE: DECEMBER 03, 2018

POSITION #: 104-150-7198-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615 - 1615

LOCATION: CORRECTIONAL TRAINING FACILITY, FABRIC PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Food and Beverage Packaging) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

The Industrial Supervisor, Prison Industries (Fabric Products), under the direction of the Prison Industries Superintendent II (Fabric Products), is responsible for the supervision and training of inmates who work in a production line that manufactures various state issued clothing products. Assigns work; consistently checks quality and quantity to meet established standards. Provides leadership, guidance and maintains control of assigned inmates during work hours. Counsels and disciplines inmates in a professional manner, being firm, fair and consistent at all times. Prepares reports, correspondence, inmate time, with exception reports on a daily basis. Reviews inmates files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information. Verifies Work Supervisory Reports are accurate and completed at the appropriate times. Ensures all disciplinary reports are recorded and sent to appropriate destinations. Participates in the institutional in-service training and safety programs. Works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily workflow.

REQUISITE SKILLS AND ABILITIES: Personal computer experience and the ability to read patterns, experience in using various machinery associated with sewing and garment manufacturing.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/16/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960.

JOB CONTROL #: JC-111813

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-150-7198-002

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615 - 1615

LOCATION: CORRECTIONAL TRAINING FACILITY, FABRIC PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent II (Fabric Products), the Industrial Supervisor, Prison Industries, (Fabric Products) is responsible for the supervision and training of inmates who work in a production line that manufactures various state issued clothing products. Assigns work; consistently checks quality and quantity to meet established standards. Provides leadership, guidance, and maintains control of assigned inmates during work hours. Counsels and disciplines inmates in a professional manner, being firm, fair, and consistent at all times. Prepares reports, correspondence, inmate time, with exception reports on a daily basis. Reviews inmates' files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information. Verifies 101s are accurate and finished at the appropriate times. Ensures all disciplinary reports are recorded and sent to appropriate destinations. Participates in the institutional in-service training and safety programs. Works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily work flow.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Personal computer experience and the ability to read patterns; experience using various machinery associated with sewing and garment manufacturing; Knowledge of CDCR/CALPIA laws, rules, procedures, and regulations.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the work site.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 05/21/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (KNITTING MILL)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-125970

FINAL FILING DATE: UNTIL FILLED

POSITION #: 058-160-7210-003

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0630 - 1630

LOCATION: CALIFORNIA MEN'S COLONY, HIGHWAY 1, KNITTING MILL, SAN LUIS OBISPO, CA 93409

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Knitting Mill) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Supervises and trains inmate workers in the production of socks, tubular knit fabric and fabric finishing. Maintains a high quality standard for all assignments. Maintains production, morale, tool control, and supplies for current specific assignment. Counsels and performs disciplinary actions of inmates as necessary and required. Maintains all reports required to perform assignment, such as but not limited to, probationary, quarterly, finals, production, and disciplinary. Is responsible for inmate timekeeping.

At all times maintains the highest level of safety and security of the institution, by being diligent, observant and vigilant in following and adhering to the established policies and procedures, including those governing the loading and unloading of delivery vehicles, thus precluding breaches of security and the escape of inmates. Maintains responsibility for the security of current assigned work area, including but not limited to, materials, tools and inmate workers. Searches assigned premises for all contraband, including weapons and illegal drugs. Performs clothed body searches of inmate workers. Secures the work area at the end of the shift. Maintains tool control records and up to date inventories of all tools.

REQUISITE SKILLS AND ABILITIES: Incumbent must have requisite skill and ability to supervise an industrial knitting enterprise, including knowledge of methods, materials, machinery, processes, tools, and equipment used in industrial operations, production scheduling, quality control, safety practices, material handling techniques, and principles of personnel management and supervision; able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm impartial and consistent discipline; understand and apply rules, regulations, laws, and procedures; analyze situations accurately and take effective action; and keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/10/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-130954

FINAL FILING DATE: UNTIL FILLED

POSITION #: 081-420-2109-004

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 1415 - 2245

LOCATION: CALIFORNIA INSTITUTION FOR MEN, LAUNDRY, 14901 CENTRAL AVENUE, CHINO, CA 91710

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Superintendent I, (Laundry), the Industrial Supervisor, P.I. (Laundry) supervises a crew of approximately twenty (20) to forty (40) inmates in one or more of the major functions required in the laundry operation. Assist in record keeping for productions and maintenance of laundry equipment.

Assist in the training of inmate workers, maintain inmate records, and ensure discipline and professionalism amongst the inmate work crews. Maintain production reports track and control the use of chemicals and raw materials, timekeeping, and pay raises in accordance with Department Operations Manual (DOM) and Title 15. Supervise the checking and servicing on all equipment on a daily basis to insure maximum productivity and maintains safety logs. Maintain quality control check sheets. Hold safety-training meetings, custodial searches, shakedowns and inmate counts. Assist in the planning and scheduling production including labor, materials, and equipment; coordinates and/or supervises installation, operation maintenance and repair of equipment and/or machinery.

REQUISITE SKILLS AND ABILITIES: Knowledge of production methods, materials, machinery processes, use of tools and equipment in an industrial laundry operation; production scheduling and control; quality standards and control; safety practices; material ordering and handling techniques; principles of personnel management and supervision; ability to set-up, adjust, and operate industrial laundry equipment; make labor and material estimates; instruct and supervise inmates in production techniques and safety practices, maintain form, impartial, and consistent discipline; understands rules, regulations, laws and procedures; analyze situations accurately and take effective action; record keeping and report preparation; read and write English at a level required for successful job performance. Experience in industrial laundry enterprise with supervisory experience. Must possess tact, patience, and the ability to work with persons confined in a correctional institution.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/18/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-128868

FINAL FILING DATE: UNTIL FILLED

POSITION #: 921-420-2109-003

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1500

LOCATION: VALLEY STATE PRISON, LAUNDRY, 21633 AVENUE 24, CHOWCHILLA, CA 93610

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direct supervision of the Prison Industries Superintendent II (Laundry), this position is responsible for supervising inmate workers in the operation of a laundry enterprise within a correctional institution. Duties include: processing laundry on the soiled or clean side or a combination of the two in order to ensure the timely and accurate delivery of clean linens and personal clothing to a variety of laundry customers, directly supervises 20-30 inmates in the sorting, washing, flatwork, and pressing of laundry, maintains order, safety and security within the workplace, trains and evaluates the performance of inmate workers, uses progressive discipline through the use of CDCR forms 128A, 128B and 115, prepares inmate timekeeping records; conducts inmate safety meetings; assists with custodial searches and inmate counts; handles laundry chemical utilizing a forklift and prepares proper application of chemicals in a variety of washes; and performs other duties as required.

REQUISITE SKILLS AND ABILITIES: Incumbent must have knowledge of production methods, materials, machinery processes, use of tools and equipment in an industrial laundry operation; quality standards and control; safety practices; material ordering and handling techniques; instruct and supervise inmates in production techniques, machine operation and safety; ability to maintain firm, consistent and impartial discipline of inmate workers; understand rules, regulations, laws and procedures, analyze situations accurately and take effective action; good record keeping skills; read and write English at a level required for a successful job performance. Experience in a industrial laundry enterprise with supervisory experience. Must possess tact, patience and the ability to work with persons confined in a correctional facility.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/28/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-125866

FINAL FILING DATE: UNTIL FILLED

POSITION #: 096-450-7215-002

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4752 - \$6015

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0500 - 1500

LOCATION: CALIFORNIA STATE PRISON - SAN QUENTIN, MAINTENANCE & REPAIR, SAN QUENTIN, CA 94964

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

The incumbent supervises and instructs inmate work crews in the preventative maintenance and repair of all industrial equipment and facilities to insure the successful, ongoing operation of each enterprise. Performs routine scheduled maintenance and arranges for outside service vendors to perform repairs beyond our capacity. Plans and schedules necessary labor for each maintenance task, procures materials and supplies, and prioritizes work assignments; manages the Health and Safety Program; Reviews and updates all components of the Illness and Injury Prevention Program as needed/annually; Assists enterprise staff in conducting Job Hazard Analysis (JHA) and developing the Code of Safe Practice; Holds monthly safety committee/meetings; responsibility for maintain clear communication with staff on Health and Safety issues; Provides assistance in addressing Health and Safety concerns ensuring safety hazards are corrected ; responsible for maintaining the MP2 Maintenance Program.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/06/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-111876

FINAL FILING DATE: UNTIL FILLED

POSITION #: 189-078-7215-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4752 - \$6015, POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 - 1600

LOCATION: SIERRA CONSERVATION CENTER, 5100 O'BYRNES FERRY ROAD, GENERAL FACILITIES MAINTENANCE & REPAIR, JAMESTOWN, CA 95327

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under supervision of the Prison Industries Superintendent II (Maintenance and Repair), the incumbent will lead offenders and train them to perform a variety of semi-skilled manual tasks in the maintenance and repair of buildings and facilities within the Healthcare Facilities Maintenance program areas of correctional institutions; performs maintenance and repair duties in an assigned office, building, or area, of correctional institution; may instruct, lead, or supervise offender workers in the repair and maintenance duties assigned; provides guidance, training, conducts evaluation, and counsels offender workers; inputs data for the Industry Employment Program; and initiates Form 13 to reorder parts, supplies, or equipment from catalogs or suppliers; maintain tool and key control per the Department and Institutional procedures; maintains accurate offender counts; controls the use and storage of all materials used to perform work; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines; maintains accurate Inmate Work Incentive and time-keeping records; evaluates and documents offender performance. Performs other duties as required such as special projects or safety related reports. Performs special required duties during emergencies.

REQUISITE SKILLS AND ABILITIES: Incumbents must have requisite skill and ability to supervise maintenance and repair operations and possess the knowledge of methods, materials, machinery, processes, tools, and equipment used in the maintenance and repair operation, and knowledge of safety practices and orders, materials handling techniques, principles of personnel management and supervision. Ability to set up, repair, maintain, adjust, and operate required equipment; make labor and material estimates; instruct and supervise staff in maintenance techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports; and communicate effectively at a level required for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 05/22/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MATTRESS AND BEDDING)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR §599.960

JOB CONTROL #: JC-110667

FINAL FILING DATE: UNTIL FILLED

POSITION #: 096-360-7197-002

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0500 - 1500

LOCATION: CALIFORNIA STATE PRISON - SAN QUENTIN, MATTRESS & BEDDING, SAN QUENTIN, CA 94964

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Mattress & Bedding) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

The Industrial Supervisor, Prison Industries (Mattress and Bedding), under the direction of the Prison Industries Superintendent II (Mattress and Bedding) is responsible for the training, developing, and directing inmate workers in the scheduled production of mattresses. This includes the manufacturing of innerspring mattresses and pillows; Supervising the implementation of the Quality Assurance Programs and maintain inmate pay and inmate work incentive program time records; Understand and apply safety rules and regulations; Maintains safety and security of working areas and work materials; Assist in the preparation of machinery purchase; keep inventory control of part and supplies; utilizing the Enterprise Resource Planning system (ERPLx) shop orders, labor hours, and other production related functions; Maintains firm and impartial and constant discipline of assigned workers; implements the individual components of the Industry Employment Program (IEP), training and motivating inmates in personal development through their participation in the program; perform other duties as required that are related to the classification.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Knowledge and ability to train and supervise inmates in the manufacturing of mattress and bedding products in a correctional environment.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 05/11/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL FABRICATION)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-134078

FINAL FILING DATE: NOVEMBER 26, 2018

POSITION #: 075-481-7191-017

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): TUESDAY – FRIDAY, 0615 - 1615

LOCATION: CALIFORNIA STATE PRISON – SOLANO, METAL PRODUCTS, 2100 PEABODY ROAD, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Metal Fabrication) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the general supervision of the Prison Industries Superintendent I (Metal Products), the Prison Industries Industrial Supervisor (Metal Products) supervises the manufacture, painting and finishing of various kinds of metal products. The incumbent supervises the use of all types of metal working machines including: spot welders, punch presses, power brakes and shears, bending machines, drill presses and support equipment. The incumbent is also responsible for forklift operators, stock attendants and janitors.

REQUISITE SKILLS AND ABILITIES: Skill and ability to supervise an industrial metal fabrication enterprise, including the knowledge of methods, materials, machinery processes, tools and equipment used in industrial operations; production scheduling, quality control, safety practices, material handling techniques and principles of personnel management and supervision; able to set up, repair, maintain, adjust and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm, impartial and consistent discipline; understand and apply rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/08/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (OPTICAL PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC- 128659

FINAL FILING DATE: UNTIL FILLED

POSITION #: 075-270-7150-005

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0630 - 1430

LOCATION: CALIFORNIA STATE PRISON – SOLANO, OPTICAL PRODUCTS, 2100 PEABODY ROAD, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Optical Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

- Supervises and coordinates the activities of inmates in the manufacture of prescription eyewear and four staff in customer service/shipping/billing. Assigns duties, schedules labor, material and equipment use based on demonstrated need.
- Supervises the installation, operation, maintenance, and repair of all optical equipment; coordinates inventory replenishment.
- Maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; assists in custodial searches, pat downs, and inmate counts.
- Implements the individual components of the Industry Employment Program (IEP). Trains and motivates inmates in personal development through their participation in the program.
- Maintains production reports in computer networks, reports production status to Superintendent II, Performs regular quality control inspections on finished products and establishes production standards; makes recommendations to increase productivity. Completes required IST/OJT classes.

REQUISITE SKILLS AND ABILITIES: Experience in an industrial optical enterprise with supervision experience; must possess the ability to work with persons confined in a correctional setting. Have the ability to exercise initiative, good leadership and organizational skills; good attendance, punctuality, and attention to detail are a must.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/27/2018

INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (WOOD PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-115927

FINAL FILING DATE: UNTIL FILLED

POSITION #: 104-120-7178-012

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$4329 - \$5475

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615 - 1615

LOCATION: CORRECTIONAL TRAINING FACILITY, WOOD PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Supervisor, Prison Industries (Wood Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Plans and schedules production including labor, materials, and equipment; coordinates and/or supervises installation, operation, maintenance, and repair of equipment and/or machinery; makes recommendations to increase production efficiency and product quality; trains, counsels, and supervises inmates or residents in production work, quality control, safety, and personal development; evaluates their performance and recommends appropriate action; assists in budget preparation and makes recommendations for needed materials, labor, and equipment; supervises preparation of records and reports on production, processing, and inventories; maintains order and supervises the conduct of persons committed to the Department of Corrections; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects and searches inmates or residents for contraband, such as weapons or illegal drugs; and does other related work. Industry Employment Program, training and motivating inmates in the personal development through their participation in the program.

PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY): Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

REQUISITE SKILLS AND ABILITIES: Knowledge of: Methods, materials, machinery, processes, tools, and equipment used in wood products industrial operations, production scheduling and control, quality standards and control, safety practices and orders, materials handling techniques, principles of personnel management and supervision, budget preparation, and cost control.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 06/21/2018

INDUSTRIAL WAREHOUSE AND DISTRIBUTION SPECIALIST, PRISON INDUSTRY

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-113225

FINAL FILING DATE: UNTIL FILLED

POSITION #: 081-390-7231-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$3858 - \$4867

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1500

LOCATION: CALIFORNIA INSTITUTION FOR MEN, ON-TIME-DELIVERY, SOUTH, 14901 CENTRAL AVENUE, CHINO, CA 91710

DESCRIPTION OF DUTIES: ***Prior to applying for any Industrial Warehouse and Distribution Specialist, Prison Industries vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Plans efficient shipping, conducts loading and unloading of all state trucks and other common carriers with OTD products. Verifies items received are in good condition and in accordance with documentation. Prepares the necessary freight bills and other documentation to ship, and supervises the shipping of all orders. Adheres to delivery schedules. Checks all commodities being shipped against incoming freight bill documents to determine if correct item and quantity pulled are correct. Adheres to established loading and transport procedures

Supervises the receiving of OTD finished goods, (counts to make sure the total items received agree with the orders on file). Notes all shortages and/or damages. Organizes storage of finished goods (re-palletized stock, if necessary for maximum use of available warehouse space).

Physically inventories all stock items in warehouse. Maintain complete inventory and quality control. Perform ERPLx functions using the Sales Order, Inventory, Purchasing, and Query Modules.

Operates forklifts and other types of mechanized material handling equipment. Telephone liaison with other OTD warehouses, and common carriers, and Central Office personnel. Keep apprised of new developments and techniques in materials handling. Attend seminars on warehousing and attend all In Service Training classes required. Keep apprised of institution and department rules and regulations.

REQUISITE SKILLS AND ABILITIES: Responsible for using proper safety methods for lifting and moving large items such as furniture, so as not to damage the items or do injury to self or others.

- Class A license
- Experience working in a correctional institution
- Supervisory experience
- Organizational and planning skills
- Knowledge of computer programs (Microsoft, ERPLx)
- Able to work constructively and professionally in a team environment and with regulatory agencies.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 06/01/2018

INFORMATION TECHNOLOGY SPECIALIST II

JOB CONTROL #: JC- 126153

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-045-1414-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$6516 - \$8732

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 AM – 5:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, MANAGEMENT INFORMATION SERVICES, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Join an innovative, busy and professional team in Management Information Systems. Under general direction of the IT Manager II, incumbent demonstrates a depth of leadership and expertise in system and network engineering with knowledge about security practices on both Linux and Windows. This role is to ensure the stability and integrity of voice, data, video, wireless, information systems, and CALPIA staff and offender network. This includes planning, developing, designing, installing, configuring, maintaining, supporting, and optimizing local and wide area network, system hardware, software, and communication links. The incumbent leads and participates with the installation, monitoring, maintenance, support, and optimization of all network hardware, software, communication links, and associated operating systems. The incumbent has practical knowledge working with Windows security mechanisms and some familiarity with Linux security mechanisms. The candidate must be able to analyze logs from firewalls, Linux and Windows systems. Incumbent performs a wide variety of tasks requiring innovative problem-solving where guidance is not readily available. Incumbent optimizes and apply architecture solutions for the benefit CALPIA and plays a major role in advising management or formulating information technology policy.

REQUISITE SKILLS AND ABILITIES:

- Complete and thorough understanding of the principles of networking; networking hardware; wired and wireless media.
- Understand networking protocols, operating systems for both desktop/laptop and server systems.
- Ability to design, configure, install, maintain, and troubleshoot server and desktop installations.
- Understand key network services including name and directory services, file and print services, distributed applications, email, HTTP, DNS (and possibly WINS), DHCP, FTP, IMAP, HTTP, etc.
- Understand networking services with practical, hands-on technical skills and know how to install, configure, maintain, update, and troubleshoot such services.
- Understand and work with VPNs, encryption, authentication, and security services to establish safe, usable connections with the Internet and external service providers.
- Knowledgeable about security practices on both Linux and Windows. Practical and knowledge working with Windows security mechanisms and some familiarity with Linux security mechanisms.
- Interpret patterns of noncompliance to determine their impact on the enterprise's levels of risk and/or the information assurance program's overall effectiveness.
- Knowledge of current security trends, mitigation techniques, general technology developments and related subjects necessary to recognize and address security issues.
- Recognize and implement changes in laws, policies or regulations that impact the privacy or security of confidential information.

REQUISITE APPLICATION DOCUMENT(S): Degree and/or Transcript,

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/10/2018

INFORMATION TECHNOLOGY SPECIALIST II

JOB CONTROL #: JC-125898

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-059-1414-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$6516 - \$8732

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 AM – 5:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, ERP RESOURCE UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Proficient in Report Program Generator (RPG). Serve as Enterprise Resource Planning (ERP) Database Administrator (DBA) including but not limited to: cloud support of the database server and application tools planning storage requirements, modifying the database structure, as necessary, from information given by application developers, ensuring compliance with database vendor license agreement, monitoring and optimizing the performance of the database, planning for backup and recovery of database information, maintain archived data, backing up and restoring databases, contacting database vendor for technical support, generating various reports by querying from database as per need, and managing and monitoring data replication. Lead the design, build, and operational management of secure a scalable software for the business and works to create and efficient and effective ERP.

Serve as technical resource to research the most complex ERP change management requests (CMR) and break/fix request. Negotiates business priorities and meets with customers, management and staff. Function as a technical lead and expert to respond to high criticality issues/requests with short time frames, which may be outside normal business hours. Serve in a lead capacity on application projects, and monitor, mentor and train lower level staff. Works cooperatively with business program and ERU staff, vendors and consultants to perform the analysis, development, testing and implementation tasks necessary to ensure the effective and efficient functionality of software applications.

REQUISITE SKILLS AND ABILITIES: Proficient in Report Program Generator (RPG). Actively listens to others to facilitate an open exchange of ideas and provide for effective communication. Develops positive working relationships based on mutual respect and trust.

REQUISITE APPLICATION DOCUMENT(S): Degree or Transcript, Statement of Qualifications (SOQ)
Statement of Qualifications for Information Technology Specialist II:

- Describe work in Report Program Generator (RPG).
- Describe knowledge and skills of enterprise resource applications such as: financial, inventory, billing, manufacturing, distribution.
- Describe your style of project management, team leadership, and team collaboration- team building and leading; communication and presentation skills.

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HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/06/2018

LEAD CUSTODIAN (CORRECTIONAL FACILITY)

JOB CONTROL #: VARIOUS

FINAL FILING DATE: VARIOUS

POSITION #: XXX-760-2005-XXX

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2521 - \$3157 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

WORK SHIFT (DAYS AND HOURS): WORK DAYS MAY VARY, WORK HOURS MAY VARY

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)
PLEASE SEE BELOW FOR LOCATION OF POSITIONS

DESCRIPTION OF DUTIES: ***Prior to applying for any Lead Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU02.pdf>, click Complete Self-Assessment***

Under the supervision of the Custodian Supervisor II, CF (Healthcare Facilities Maintenance), the incumbent leads and performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, civil service custodian's to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and civil service custodian's and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. The Lead Custodian will perform janitorial duties involved in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Assists in the planning of daily operations, scheduling labor, providing training, evaluating and counseling to inmate workers and Civil Servant Custodians. Utilizes the Industry Employment Program, supervises the conduct of offender worker and civil service workers in the janitorial program. Maintains tool and key control per the department and institutional procedures; Maintains accurate inmate counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste, and toxic materials control program.

REQUISITE SKILLS AND ABILITIES: Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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LEAD CUSTODIAN (CORRECTIONAL FACILITY) PERMANENT / FULL TIME (Continued)

CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

POSITION #: 058-760-2005-001 - DATE POSTED: 1/10/18 (JC-95740) - **FINAL FILING DATE: UNTIL FILLED**

KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216

POSITION #: 918-760-2005-001 - DATE POSTED: 11/9/18 (JC-134193) - **FINAL FILING DATE: 11/29/2018**

SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960

POSITION #: 968-760-2005-001 - DATE POSTED: 09/14/18 (JC-122722) - **FINAL FILING DATE: UNTIL FILLED**

OFFICE TECHNICIAN (TYPING)

JOB CONTROL #: JC-134152

FINAL FILING DATE: NOVEMBER 28, 2018

POSITION #: 063-044-1139-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$2921 - \$3765

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 - 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY – GREEN VALLEY TRAINING CENTER, STAFF DEVELOPMENT, 995 FOLSOM LAKE CROSSING, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Under the direction of the Staff Services Manager I, the Office Technician (Typing) provides support to the Staff Development Unit's (SDU) multiple training functions for CALPIA. Assists customers with completion of the Facilities Use Request form, manages the scheduling and maintenance of the Green Valley Training Center (GVTC) training calendar, coordinate resources to maintain consistent operations, responsible for the opening and closing of the GVTC; Enters employee training information into training database; Orders and assembles a variety of materials for training, workshops, and meetings; Prepares reproduction requests; Coordinates the mailing of meeting materials, rosters and information letters; Types detailed documents, including training proposals and evaluation summaries.

Serves as the primary point of contact for visitors, telephone calls, and emails to the GVTC; Responds verbally and in writing to inquiries regarding a variety of training related questions, building and equipment maintenance, etc.: Supports the SDU through positive interaction as a member of a team or group as directed by the Training Manager; Communicates all GVTC training activity and/or needs to SDU staff; Effectively communicate with a wide variety of contacts.

REQUISITE SKILLS AND ABILITIES: The incumbent must be capable of performing the tasks required in this Office Technician classification, including strong written and verbal communication skills. The incumbent has a strong working knowledge of Microsoft Outlook, Excel, and Word. The incumbent will also have experience scheduling meetings, conferences, and events. Must possess a strong initiative and ability to work well under pressure and effectively multi-task.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 11/13/2018

PRISON INDUSTRIES ADMINISTRATOR

JOB CONTROL #: JC-134116

FINAL FILING DATE: NOVEMBER 26, 2018

POSITION #: 063-060-7158-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$7962 - \$9041

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 - 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, OPERATIONS, 560 EAST NATOMA STREET, FOLSOM, CA 95630 (CENTRAL OFFICE)

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Administrator vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Responsible for developing, maintaining, amending, and adherence to CALPIA policies and procedures for the Engineering, Modular Systems Furniture (MSF), and Modular Building Enterprise (MBE) units. Assists with the development of associated agreements with necessary parties, prepares concept/feasibility reports on related projects. Oversees the efforts of CALPIA staff in the above units. Serves as liaison between CALPIA and other state agencies and private vendors in matters related. Assists in meetings, presentations and requests for program and project information; maintains formal materials as required; provides direction to staff in the preparation of a variety of documents and reports; assists as a resource in the research and development, planning and design phases of various projects; briefs management on issues of importance as projects evolve. Oversees all budget requirements. Develops budgets and monitors expenditures. Responsible for the review and control of all procurement policies, procedures and practices for CALPIA operations. Assists in the development of designs for CALPIA products; prepares preliminary equipment and operating budgets accordingly; prepares reports and documents for management. Participates in determination and agreement of projects and processes and finalizes policy and procedures related to engineering unit; provides clarification and responses to associated issues impacting CALPIA products. Supports the ISO and ACA process as it pertains to the units.

REQUISITE SKILLS AND ABILITIES: Principles of effective supervision; ability to establish own priorities and formulate plans of action to achieve desired results; read and write English at a level proficient to understand standard business memoranda and author clear and effective business memoranda; strong understanding of cooperative management techniques and willingness to participate in team projects; ability to read and interpret standard business financial statements.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/08/2018

PRISON INDUSTRIES ADMINISTRATOR

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-133901

FINAL FILING DATE: NOVEMBER 26, 2018

POSITION #: 399-100-7158-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$7962 - \$9041

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1600

LOCATION: CALIFORNIA STATE PRISON, OPERATIONS LOS ANGELES COUNTY, 44750 60TH STREET WEST, LANCASTER, CA 93536

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Administrator vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Branch Manager, Operations, the incumbent is responsible for the planning, coordination, support, and direction of a wide variety of CALPIA enterprises and regional locations-California State Prison, Los Angeles County, California Correctional Institution, and California City Correctional Facility; administration for industrial programs consisting of manufacturing and service enterprises; responsible for rehabilitation efforts; equipment maintenance and repair, budgeting/accounting, production quality and material control, warehousing, purchasing, product transportation, product inventory, and reporting; establish, implement, and revise production schedules; ensure product quality control; establish procedures; recruit and train staff and subordinate supervisors; serve as a member of the warden's staff; advise management of operational issues and other problems affecting the correctional institution; develop staff and offender classification policies and direct the assignment of offenders in the industrial programs; establish and maintain effective working relationships with key correctional institution staff members; maintain order and supervise the conduct of inmates; protect and maintain the safety of persons and property; perform other related work.

REQUISITE SKILLS AND ABILITIES: Knowledge of: Principles of effective supervision; principles of organization and industrial management including methods, materials, processes, and equipment employed in a prison industries program; production, management, and engineering methods in the operation of a large manufacturing/service plant; equipment, methods, tools, and procedures needed to operate agricultural/manufacturing/service enterprises; principles and practices of industrial, production, and safety engineering; centralized/integrated manufacturing and accounting system with specific knowledge in bills of material, routings, materials requirement planning, shop floor control, and performance measures; fiscal management, cost accounting including direct costing methods, and budgetary procedures; production and inventory management concepts and principles, practices, and procedures; bill of material structuring techniques, forecasting techniques, and principles of organization and management; techniques of employee development and motivation; modern concepts of penology and the laws, rules, policies, and procedures affecting the Department of Corrections and the California Prison Industries Program; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/08/2018

PRISON INDUSTRIES MANAGER (GENERAL)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-97387

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-085-7157-001

TENURE / TIME BASE: PERMENANT / FULL TIME

SALARY: \$6095 - \$7576

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00 AM – 5:00 PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, OPERATIONS, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Manager (General) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the general direction of the Prison Industries Administrator - On Time Delivery, this position directly oversees various operations statewide including but not limited to E-Waste. Oversees all phases of enterprise and/or programs in the Operations Division; establishes yearly capacity plan, performs ongoing analysis of capacity and production plan for each enterprise; makes routine decisions, based on analysis, for distributing workload to meet customer needs and improve operations effectiveness to help in achieving self-sufficiency; makes recommendations on equipment; provides system engineering consultation on design of new or modification of existing facilities and product; works on developing programs to increase efficiencies and costs (e.g. International Organization for Standardization (ISO) principles); conducts analytical studies on a variety of programs and policy issues; develops and maintains operating policy and procedures for various products; establishes, plans and develops procedures to increase production efficiency, product quality, and use of materials; keeps apprised of department rules and regulations; coordinates and implements designated projects; monitors procedures; researches newly introduced rules and regulations related to the Operations division and advises management of the impact; conducts and/or participates in meeting with field enterprises and Central Office; works with Marketing and Customer Service staff to ensure that all major projects, On-Time Delivery forecasts, and orders are scheduled to meet delivery.

REQUISITE SKILLS AND ABILITIES: Principles of effective supervision; ability to establish own priorities and formulate plans of action to achieve desired results; read and write English at a level proficient to understand standard business memoranda and author clear and effective business memoranda; strong understanding of cooperative management techniques and willingness to participate in team projects; ability to read and interpret standard business financial statements.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

REQUISITE APPLICATION DOCUMENT(S): School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/14/18

PRISON INDUSTRIES MANAGER (GENERAL)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960.

JOB CONTROL #: JC-132614

FINAL FILING DATE: UNTIL FILLED

POSITION #: 392-100-7157-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$6095 - \$7576, POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730 - 1630

LOCATION: CHUCKAWALLA VALLEY STATE PRISON, ADMINISTRATION 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

DESCRIPTION OF DUTIES: Under the direction of the Branch Manager, the lead Manager serves as the lead CALPIA staff of Chuckawalla Valley State Prison and Ironwood State Prison. Enterprises include Laundry, General Facilities Maintenance and Repair, and Healthcare Facilities Maintenance. The lead manager provides leadership, direction, and supervision of the programs with responsibility for all CALPIA civil service and inmate employees. This position reports to the Central Office Operations Division Branch Manager and serves on the Warden's Executive Staff.

Provides direction and leadership to CALPIA operations within the two institutions; responsible for overall production and administrative functions to include: production and inventory controls, procurement, accounting, warehousing and personnel; maintains discipline; oversees the efforts of CALPIA staff in the areas of manufacturing, fabrication, quality and delivery of products and services to CALPIA customers; serves as liaison between CALPIA and other state agencies and private vendors in matters related to new product development; actively supports and promotes the Industry Employment Program (IEP).

Provides oversight to various supervisory staff in matters associated with day-to day operations of the programs under their control and interacting with other CALPIA and institution managers and CALPIA central office staff; Provides direction to subordinate staff in regards to work assignments, training, and production methods and staff performances; promotes and facilitates upward mobility training; conducts regular staff meetings and serves on institution and CALPIA committees as requested by the CALPIA executive management, institutions Wardens, and/or institution Chief Deputy Wardens.

Maintains order and supervises the conduct of inmates; prevents escapes and injury by those persons to themselves or others or to property; maintains the safety and security of work areas and work materials; inspects and searches inmates and premises for contraband, such as weapons and illegal drugs. Analyze situations accurately and take effective action as necessary.

Ensures that subordinate staff receives adequate training to achieve, exceed and maintain satisfactory performance appraisals in the areas of their responsibilities; become familiar with and implement the provisions for various management resources and references, including but not limited to: applicable Penal Code and Government Code sections and other laws, regulations, bargaining unit agreements, State Administrative Manual sections, California Department of Corrections and Rehabilitation Operations Manual, State Personnel Board and Department of Personnel Administration laws and regulations, Title 15, all health and safety requirements including Title 8 and 22, Injury and Illness Prevention Program (IIPP) and the policies and procedures of CALPIA; ensures staff are familiar with the provisions of these and other references and their adherence.

REQUISITE SKILLS AND ABILITIES: Principles of effective supervision, principles of organization and industrial management, include methods, materials, processes, and equipment deployed in prison industries, Good Leadership Skills (ability to supervise and motivate staff using proven leadership techniques); Effective Communication Skills (Oral and Written); Has the ability to train staff and inmates in improving themselves and the operation; ability to maintain a professional working atmosphere for staff and inmates; Ability to plan, organize and manage industrial prison industry operations.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/30/2018

PRISON INDUSTRIES SUPERINTENDENT II (FABRIC PRODUCTS)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-99575

FINAL FILING DATE: UNTIL FILLED

POSITION #: 189-150-7195-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5296 - \$6573, POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0615 - 1415

LOCATION: SIERRA CONSERVATION CENTER, FABRIC PRODUCTS, 5100 O'BYRNES FERRY ROAD, JAMESTOWN, CA 95327

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under general direction of the Prison Industries Administrator, this position directly supervise staff and inmate workers in the manufacturing of fabric products. The incumbent is responsible for the daily operations of the SCC, Fabric Products enterprise and is responsible for the planning, organizing, purchasing, and the supervision of the daily operation/production and the Health & Safety of the operation. Has lead responsibility for quality, process, inventory, cost controls and is knowledgeable in the methodology of cost analysis and procurement methods utilizing ERPLX. Establishes, plans, and develops procedures to increase production efficiency and increase profitability. Works as a team member with Customer Services, Sales & Operation to ensure all customer issues are resolved in a timely manner. Maintains and ensures staff is aware of individual components of the Industry Employment Program and motivating inmates in personal development through their participation in the program.

REQUISITE SKILLS AND ABILITIES: Incumbents must have the requisite skill and ability to provide good leadership skills with the ability to supervise and motivate staff using proven leadership techniques. Ability to plan production goals; knowledgeable in budget preparation and budget control; effective communication skills both orally and written; read and write English at a level proficient to understand standard business memoranda and author clear and effective business memoranda; the ability to train staff and inmates in improving themselves and the operation; and the ability to plan, organize and manage an industrial Fabric Products operation.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 2/8/18

PRISON INDUSTRIES SUPERINTENDENT II (LAUNDRY)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-134304

FINAL FILING DATE: DECEMBER 03, 2018

POSITION #: 074-420-2108-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0700 - 1500

LOCATION: CALIFORNIA STATE PRISON – SACRAMENTO, LAUNDRY, 100 PRISON ROAD, REPRESA, CA 95671

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

This position provides direction and leadership to the CALPIA Laundry enterprise at CSP-Sacramento, which is located in Folsom. This position is responsible for the review, overall production control, and administrative functions for the laundry enterprise, which includes inventory control, procurement, accounting, and personnel; Oversees the efforts of CALPIA staff in the areas of production, quality and delivery of services to CALPIA customers. Actively supports and promotes the Industry Employment Program (IEP); local CALPIA lead position for the Injury and Illness Prevention Program (IIPP); Provides oversight to the Industrial Supervisors on matters associated with day-to-day operations of the Laundry and interacting with other CALPIA institution managers and CALPIA Central Office Staff; Provides direction to subordinate staff regarding changes to work assignments, training, production methods, and staff performance.

REQUISITE SKILLS AND ABILITIES:

- Good leadership skills (ability to supervise & motivate staff using proven leadership techniques)
- Knowledge in budget preparation and cost control methods
- Effective communication skills (oral and written)
- Ability to supervise and motivate subordinate staff using proven, effective leadership techniques

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/15/2018

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC- 118944

FINAL FILING DATE: UNTIL FILLED

POSITION #: 058-760-7154-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730 – 1530

LOCATION: CALIFORNIA MEN'S COLONY, GENERAL FACILITIES MAINTENANCE & REPAIR, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Administrator, this position is responsible for planning, organizing and supervising the operation of the General Facilities Maintenance and Repair (GFMR) and Healthcare Facilities Maintenance (HFM) at the various California Correctional Institutions. Directly supervises (1) Industrial Supervisor, P.I. (Maintenance & Repair), and (2) Custodian Supervisor II. Supervises, plans and schedules labor, material, coordinates and/or supervises repairs on all GFMR and HFM factory equipment. Arranges for outside service vendors or contractors to perform repairs, installations, or adjustments as required by warranty liability clause or expertise. Supervises the installation, adjustment, and maintenance of safety devices and contrails on industries equipment as required by CAL-OSHA. Enforces safety rules as they apply to staff and inmate workers throughout CALPIA. Conducts periodic inspection to ensure compliance with safe work practices and conditions. Supervises the procurement of maintenance materials, parts and supplies. Supervises and trains staff in the proper methods of initiating, completing, and following up on purchase orders. Reviews purchase documents for correctness and necessity. Obtains competitive bids and quotes for goods and services. Maintains order and supervises the conduct of offenders including pay and implements the individual components of the Industry Employment Program (IEP) training and motivating inmates in personal development through their participation in the program. Prevents escapes and injuries by these persons to themselves or others or to property; maintains security of working areas and work materials, which includes checking out keys assigned to their area of supervision; inspects and searches offenders and premises for contraband, such as weapons and illegal drugs. Is diligent, observant, and vigilant in following and adhering to the established policies and procedures governing the loading and unloading of the delivery truck, thus precluding breaches of security and the escape of offenders. Ensures proper storage and handling of hazardous material. Is responsible for complying with the institutional and DOM Tool Control Policies and Procedures. Analyzes situations accurately and takes effective/necessary actions. Ensures the areas of responsibility are up-to-date on all CAL-OSHA, title 22 and the California Health Care Services (CCHCS) Division requirements and updates the training program to include those changes and updates.

REQUISITE SKILLS AND ABILITIES: Incumbents must have the requisite skill and ability to supervise maintenance and repair operations and possess the knowledge of methods, materials, machinery, processes, tools, and equipment used in the maintenance and repair operation, and knowledge of safety practices and orders, materials handling techniques, principles of personnel management and supervision. Ability to set up, repair, maintain, adjust, and operate required equipment; make labor and material estimates; instruct and supervise staff in maintenance techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws, and procedures, analyze situations accurately and take effective action; keep records and prepare reports; and communicate effectively at a level required for successful job performance. Possession of a valid class C California Drivers' License and will be included in the Department of Motor Vehicles Employer Pull Notice (EPN) program. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encounter on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING" section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 07/17/2018

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC- 118090

FINAL FILING DATE: UNTIL FILLED

POSITION #: 075-451-7154-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0615 - 1615

LOCATION: CALIFORNIA STATE PRISON – SOLANO, MAINTENANCE AND REPAIR, 2100 PEABODY ROAD, VACAVILLE, CA 95696

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Supervises the Preventative Maintenance Program and the repair or replacement of machines, equipment, utilities, buildings, and special projects for all CALPIA enterprises; responsible for planning and scheduling labor, materials, equipment, and outside vendors to efficiently repair or maintain all facilities; selects, trains, evaluates, counsels, and supervises staff and inmates; responsible for material and tool control; generates repair analysis including material research, costs and procurement; reviews, audits, and controls the purchase of maintenance materials; oversees the implementation of the Industry Employment Program (IEP) within an enterprise, planning and coordinating responsibilities, and evaluating results to ensure program goals are met.

Responsible for the Health & Safety Program in all enterprises; implements safety meetings; ensures safety standards and compliance with regulatory agencies including CALOSHA; responsible for the hazardous waste and toxic material control program; complies related reports and coordinates inspections from city and county agencies; maintains Material Safety Data Sheets (MSDS) files; attends all safety meetings at the institution; acts as the safety liaison to CALPIA Central Office.

REQUISITE SKILLS AND ABILITIES: The incumbent must possess knowledge of: CDCR and CALPIA laws, rules and regulations; CALOSHA safety regulations; Air/Water Quality Regulations, Workers Compensation claim procedures; safety policies and procedures; supervisory abilities; knowledge of methods, materials, machinery, production techniques, tools and equipment used in industrial operations; ability to exercise initiative and good leadership including analyzing situations accurately; troubleshooting and problem-solving skills; possess effective verbal and written communication skills.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 07/13/2018

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-134090

FINAL FILING DATE: DECEMBER 03, 2018

POSITION #: 104-450-7154-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$5296 - \$6573

WORK SHIFT (DAYS AND HOURS): MONDAY – THURSDAY, 0615 - 1615

LOCATION: CORRECTIONAL TRAINING FACILITY, MAINTENANCE AND REPAIR, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Manager, and indirectly, the Prison Industries Administrator, supervises an Industrial Supervisor, Maintenance & Repair, at the Correctional Training Facility (CTF). Ensures the Maintenance Department team is continuously updated on current quality, production and safety standards. Continuously inspects maintenance progress and evaluates the Industrial Supervisors' performance. Responsible for supervision of personnel activities of several projects simultaneously. Responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with agency policies and contractual agreements. Inspects agency facilities to document deficiencies and/or assesses the desirability of alterations or improvements, then, provides input to agency management in the development of that agency's (CALPIA and CDCR) priority for capital expenditures for renovation and improvements. Supervises the installation, adjustment, maintenance, and upgrading of industrial manufacturing and processing equipment. Serves as the CALPIA Local Health and Safety Coordinator; keeping in compliance with Cal-OSHA requirements and standards. Conducts staff safety meetings on a monthly basis.

REQUISITE SKILLS AND ABILITIES: Maintain knowledge of methods, practices, chemicals, and equipment used in the maintenance and repair of buildings and machinery. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job, without compromising their health and well-being, or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CDCR and CALPIA laws, regulations, rules and procedures. In accordance with the classification, all incumbents must have the requisite skill and ability to maintain and repair machines and equipment used by CALPIA Factories and Healthcare Facilities Maintenance janitorial services at Correctional Training Facility and Salinas Valley State Prison.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/15/2018

PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE & REPAIR)

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-112917

FINAL FILING DATE: UNTIL FILLED

POSITION #: 393-450-7154-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$5296 - \$6573, POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730 - 1530

LOCATION: PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, MAINTENANCE & REPAIR – GFMR, CRESCENT CITY, CA 95532

DESCRIPTION OF DUTIES: ***Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment***

Under the direction of the Prison Industries Manager, supervises maintenance and repair staff, including Custodian Supervisor II, at Pelican Bay State Prison. Ensures team is continuously updated on current quality and production standards. Continuously inspects custodial and maintenance progress and make status reports on scheduling basis. Responsible for supervision of personnel activities of several projects simultaneously. Responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with agency policies and contractual agreements. Inspects agency facilities to document deficiencies or assess the desirability of alterations or improvements and provide input on agency management in the development of that agency's (CALPIA and CDCR) priority for capital expenditures for renovation and improvements. Supervises the installation, adjustment, maintenance, and upgrading of industrial manufacturing and processing equipment. Serves as the CALPIA Local Health and Safety Coordinator.

REQUISITE SKILLS AND ABILITIES: Maintain knowledge of methods, practices, chemicals, and equipment used in the maintenance and repair of buildings and machinery. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encounter on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CDCR/CALPIA laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 05/30/2018

SKILLED LABORER

Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960

JOB CONTROL #: JC-124580

FINAL FILING DATE: UNTIL FILLED

POSITION #: 081-390-6212-003

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3367 - \$4240

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0730 - 1600

LOCATION: CALIFORNIA INSTITUTION FOR MEN, ON TIME DELIVERY – SOUTH, 14901 CENTRAL AVENUE, CHINO, CA 91710

DESCRIPTION OF DUTIES: Schedules and provides miscellaneous labor and repair to CALPIA Furniture products, at various customer site locations throughout the state, which may include overnight travel. Includes labor and repair to office furniture (desks, chairs, bookcases) and modular office systems. Provides repair at the site, if it is determined the labor and/or repair cannot be accomplished on site, arrangements will be made to return item to the appropriate repair location. If repair is completed on site, ensures repair is complete and clean-up is performed. Attends major projects, coordinated deliveries, or modular office system deliveries to ensure quality products are received and installed according to design. Provides oversight and inspections including punch walks with customer to ensure delivery acceptance and completion. Provides onsite feedback to manufacturing factories and On-Time Delivery management to support quality products. Receives processes tracks and maintains the Repair Material Authority (RMA's) in coordination with On-Time Delivery-South's program for similar repairs. This includes providing customer service taking telephone requests and determining if repairs are appropriate per CALPIA's warranty. Maintain appropriate work tools and equipment for repairs, to site location; works from plans and specifications; select and uses proper tools; carries out oral and written directions.

REQUISITE SKILLS AND ABILITIES: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during physically, mentally and emotionally stressful situations encountered on the job. Climbing up and down equipment; pulling and exerting force in repair of equipment, lifting weight up to 100 lbs; and/or in the protection of personal and real property without compromising their health and well-being or that of their fellow employees, or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and State property.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 08/28/2018

STAFF SERVICES ANALYST (GENERAL)

JOB CONTROL #: JC- 128955

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-053-5157-806

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$3063 - \$4980

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 08:00AM – 05:00PM

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Join a creative busy and professional team in the Marketing Services Branch. Under the supervision of the Staff Services Manager I, the incumbent has the following responsibilities: Evaluation and recommendation of product pricing, including special and new products; assists in the analyses of private market pricing and trends; review CALPIA pricing structures, product costs, bills of material, and related information to develop pricing recommendations; inputs data into Enterprise Resource Planning (ERP), and the electronic catalog; participates in developing strategies to increase revenue and help bring new products to market; performs related market and product analyses as assigned. A willingness to work around inmates is required.

REQUISITE SKILLS AND ABILITIES: The ideal candidate should possess a high degree of personal accountability and integrity; willingness to learn new skills and work in a collaborative team environment; hardworking and motivated; excellent analytical, written and verbal skills; ability to work individually as well as on a team; prioritize multiple projects with tight deadlines; accustomed to handling detailed assignments; ability to work under pressure; have experience working with customers and staff at all levels; strong computer skills (Excel, Word, and Access) with emphasis on Excel. Knowledge of ERP is desirable.

REQUISITE APPLICATION DOCUMENT(S): Degree and/or School Transcripts

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/01/2018

STAFF SERVICES MANAGER II

JOB CONTROL #: JC-134752

FINAL FILING DATE: DECEMBER 03, 2018

POSITION #: 063-760-4801-001

TENURE / TIME BASE: PERMANENT / FULL TIME

SALARY: \$6245 - \$7760

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 - 1700

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE, 560 EAST NATOMA STREET, FOLSOM, CA 95630 (CENTRAL OFFICE)

DESCRIPTION OF DUTIES: Responsible for direct and indirect supervision of professional, analytical and administrative staff including a Staff Services Manager I, and 2 Associate Governmental Program Analyst and 4 subject matter experts. Supervision includes development and evaluation of staff; overseeing the management of the workflow, with current emphasis on correcting operational problems; reviewing and/or setting goals and objectives; developing internal policies and procedures for the most efficient operation of each unit; and effectively managing personnel and performance problems through the appropriate use of corrective discipline. Ensures completed staff work with supporting documentation is submitted. Oversees preparation of bill analyses, regulations, compliance, issue memos, discussion documents, and other analyses related to the HFM program. Provides technical assistance to internal/external partners relating to program, procedural, financial, administrative and operational issues. Serves as liaison for internal administrative units including human resource, staff development, and information technology. Provide oversight and direction regarding HFM recruitment, retention, training, policy, regulatory, and procedural impacted. Works closely with HFM Prison Industries Managers for CO HFM to help develop and make recommendations to programs changes in policies and procedures. Conducts and/or participates in meetings with internal/external partners. Demonstrates the ability to obtain satisfactory results while maintaining group cooperation. Uses proper interpersonal styles and methods to guide individual or groups to accomplish the required tasks. Evaluates staff performance and prepares required documentation of the group's performance. Provides necessary direction, feedback, and counseling and identifies necessary training for individuals or groups as assigned. Ensuring changes to fulfill any operational and regulatory requirements. Serves as liaison between CALPIA and other state agencies and private vendors in matters related to HFM.

REQUISITE SKILLS AND ABILITIES: Principles of effective supervision, principles of organization and industrial management, include methods, materials, processes, and equipment deployed in prison industries; Good Leadership Skills (ability to supervise & motivate staff using proven leadership techniques); Effective Communication Skills (Oral and Written); Has the ability to train staff and offenders in improving themselves and the operation; Ability to maintain a professional working atmosphere for staff and offenders.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/16/2018

STUDENT ASSISTANT

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-041-HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$12.00 – 16.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, ACCOUNTING – ACCOUNTS RECEIVABLE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Provide direct support for the Accounting team in the form of financial report analysis, data entry, and clerical work. This includes supporting all staff in the Systems Support Unit, Accounts Receivable, Accounts Payable, Reports and Reconciliation, Inventory Management. Develop, update, maintain, and reconcile spreadsheets while maintaining accuracy, research and analyze variances, perform duties using Microsoft office and other software products. Reconcile and analyze financial data including General Ledger data, Purchase Orders, Invoices, Contracts, Item Master, etc. Assist in the development of accounting policies and procedures and unit guidelines including ISO documents. File, maintain office supplies, prepare data, etc. Perform other duties as requested by Fiscal Accounting Management.

REQUISITE SKILLS AND ABILITIES: Currently enrolled in Accounting curriculum or similar field; Intermediate or higher skill level in MS Excel and other Office Suite programs; Analytical skills; Communication skills (written and verbal); Time management and organizational skills; interpersonal skills; Multi-task effectively; be able to work in a team environment; positive attitude.

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 08/31/2018

STUDENT ASSISTANT

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-041-HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$12.00 – 16.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, FISCAL ACCOUNTING – INVENTORY MANAGEMENT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Provide direct support for the Accounting team in the form of financial report analysis, data entry, and clerical work. This includes supporting all staff in the Systems Support Unit, Accounts Receivable, Accounts Payable, Reports and Reconciliation, Inventory Management. Design and create financial queries and reports using Global Software's Spreadsheet Server program (a Microsoft Excel-based, report writing software that interfaces with the enterprise resource planning (ERPLx) general ledger) and other financial reporting tools such as Visual Basic for Applications (VBA) in Excel, etc. Develop, update, maintain, and reconcile spreadsheets while maintaining accuracy, research and analyze variances, perform duties using Microsoft office and other software products. Reconcile and analyze financial data including General Ledger data, Purchase Orders, Invoices, Contracts, Item Master, etc. Assist in the development of accounting policies and procedures and unit guidelines including ISO documents. File, maintain office supplies, prepare data, etc. Perform other duties as requested by Fiscal Accounting Management.

REQUISITE SKILLS AND ABILITIES: Currently enrolled in Accounting curriculum or similar field; Intermediate or higher skill level in MS Excel and other Office Suite programs; Analytical skills; Communication skills (written and verbal); Time management and organizational skills; interpersonal skills; Multi-task effectively; be able to work in a team environment; positive attitude.

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 11/20/2018

STUDENT ASSISTANT

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-041-HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$12.00 – 16.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, FISCAL ACCOUNTING – INVENTORY MANAGEMENT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

DESCRIPTION OF DUTIES: Provide direct support for the Accounting team in the form of financial report analysis, data entry, and clerical work. This includes supporting all staff in the Systems Support Unit, Accounts Receivable, Accounts Payable, Reports and Reconciliation, Inventory Management. Design and create financial queries and reports using Global Software's Spreadsheet Server program (a Microsoft Excel-based, report writing software that interfaces with the enterprise resource planning (ERPLx) general ledger) and other financial reporting tools such as Visual Basic for Applications (VBA) in Excel, etc. Develop, update, maintain, and reconcile spreadsheets while maintaining accuracy, research and analyze variances, perform duties using Microsoft office and other software products. Reconcile and analyze financial data including General Ledger data, Purchase Orders, Invoices, Contracts, Item Master, etc. Assist in the development of accounting policies and procedures and unit guidelines including ISO documents. File, maintain office supplies, prepare data, etc. Perform other duties as requested by Fiscal Accounting Management.

REQUISITE SKILLS AND ABILITIES: Currently enrolled in Accounting curriculum or similar field; Intermediate or higher skill level in MS Excel and other Office Suite programs; Analytical skills; Communication skills (written and verbal); Time management and organizational skills; interpersonal skills; Multi-task effectively; be able to work in a team environment; positive attitude.

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 11/20/2018

STUDENT ASSISTANT

JOB CONTROL #: N/A

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-066- HORNET-XXX

TENURE / TIME BASE: TEMPORARY / INTERMITTENT

SALARY: \$12.00 – 16.00 PER HOUR

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

LOCATION: CALIFORNIA PRISON INDUSTRY AUTHORITY, INDUSTRY EMPLOYMENT PROGRAM, 560 EAST NATOMA STREET, FOLSOM, CA 95630 (CENTRAL OFFICE)

DESCRIPTION OF DUTIES: Under the direct supervision of the Industry Employment Program (IEP) Staff Services Manager II, within the IEP, and general direction of the support staff, the Student Assistant will provide general office functions, data entry, utilize general computer skills for use of Microsoft Word, Excel, and Access software and will assist in the development of various analysis reports.

Receives and organizes documents associated with the Federal and State apprenticeship program, and accurately approves data into the IEP database for offender employability tracking. Student will also be responsible for gathering information, logging certification participant information; processing certification enrollment and closures, filing, ordering/shipping certification supplies to appropriate Federal and State agencies, as well as to institutional IEP Coordinators.

Student will also provide assistance to the IEP Transition Program in completing offender transitional packages. Duties include package development, resume completion assistance, and coordination of IEP materials related to the transition program to include additional information as needed (i.e., brochures, pamphlets, etc.). Assist in maintaining transitional package logs and electronic files.

Assists staff in providing management with various statistical analysis reports based on the data entered into the IEP database. Maintains and monitors the IEP information hotline, responding to requests for information or forwarding to appropriate IEP staff for response, as necessary. The Student Assistant may also participate in other activities where they are needed and as their school schedule and time permits: Assist in the revisions of IEP forms and documents, assist in standardizing program tracking mechanisms marketing assistance, working on special projects, assist in data reporting, database redevelopment, maintenance, reporting on program activities. Will be required to work with offenders and may be required to travel to various institutions.

REQUISITE SKILLS AND ABILITIES: Ability to work in a fast-paced office with frequently changing priorities; excellent verbal and written communication skills; ability to deal tactfully/effectively with staff at all levels; flexible; the ability to use good judgment and take corrective action when necessary; and maintain excellent attendance. Works independently, takes initiative, and coordinates multiple activities at multiple locations.

WHO MAY APPLY: Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews.

HOW TO APPLY: Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 11/13/2018

TRAINING OFFICER I

JOB CONTROL #: JC-132726

FINAL FILING DATE: UNTIL FILLED

POSITION #: 063-073-5197-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4784 - \$5988

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00AM – 5:00PM

LOCATION: O.H. CLOSE YOUTH CORRECTIONAL FACILITY, CTE, 7650 NEWCASTLE ROAD, STOCKTON, CA 95215

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Manager, the incumbent provides training and supervision for up to twenty offender workers in the use of computer software for a technology-based Career Technical Education (CTE) program.

Train and assist offender workers in testing and assessing their work to ensure successful completion. Ensure training meets industry standards. Prepare various reports as requested.

Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities. Develop and maintain performance measures associated with the technology-based CTE program. Provide training for offenders in the design techniques using third-party libraries.

Supervise conduct and maintain order of offender workers; prepare offender worker performance evaluations and time cards; take disciplinary action; prevent escapes and injuries; search offenders and inspect work areas for contraband; maintain security and safety of work area and materials.

REQUISITE SKILLS AND ABILITIES: Must be: experienced in Microsoft Office programs; have professional experience with HTML, JavaScript, Python, etc. coding; able to multi-task; flexible; self-motivated; ability to set goals and work within timeframes. Must possess excellent attendance, organizational skills, good oral and written communication skills.

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal property.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/30/2018

TRAINING OFFICER I

JOB CONTROL #: JC-130862

FINAL FILING DATE: UNTIL FILLED

POSITION #: 096-072-5197-003

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4784 - \$5988

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 8:00AM – 5:00PM

LOCATION: CALIFORNIA STATE PRISON, CAREER TECHNICAL EDUCATION, - SAN QUENTIN, SAN QUENTIN, CA 94964

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Manager, the incumbent provides training and supervision for up to twenty offender workers in the use of computer software for a technology-based Career Technical Education (CTE) program.

Train and assist offender workers in testing and assessing their work to ensure successful completion. Ensure training meets industry standards. Prepare various reports as requested.

Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities.

Develop and maintain performance measures associated with the technology-based CTE program. Provide training for offenders in the design techniques using third-party libraries.

Supervise conduct and maintain order of offender workers; prepare offender worker performance evaluations and time cards; take disciplinary action; prevent escapes and injuries; search offenders and inspect work areas for contraband; maintain security and safety of work area and materials.

REQUISITE SKILLS AND ABILITIES: Must be: experienced in Microsoft Office programs; have professional experience with Autodesk™ platforms; able to multi-task; flexible; self-motivated; ability to set goals and work within timeframes. Must possess excellent attendance, organizational skills, good oral and written communication skills.

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal property.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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DATE POSTED: 10/17/2018

TRAINING OFFICER I

JOB CONTROL #: JC-127656

FINAL FILING DATE: UNTIL FILLED

POSITION #: 393-072-5197-001

TENURE / TIME BASE: LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

SALARY: \$4784 - \$5988

WORK SHIFT (DAYS AND HOURS): MONDAY – FRIDAY, 0800 - 0500

LOCATION: PELICAN BAY STATE PRISON, CTE – CAD, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

DESCRIPTION OF DUTIES: Under the direction of the Prison Industries Manager, the incumbent provides training and supervision for up to twenty offender workers in the use of computer software for a technology-based Career Technical Education (CTE) program.

Train and assist offender workers in testing and assessing their work to ensure successful completion. Ensure training meets industry standards. Prepare various reports as requested.

Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities. Develop and maintain performance measures associated with the technology-based CTE program. Provide training for offenders in the design techniques using third-party libraries.

Supervise conduct and maintain order of offender workers; prepare offender worker performance evaluations and time cards; take disciplinary action; prevent escapes and injuries; search offenders and inspect work areas for contraband; maintain security and safety of work area and materials.

REQUISITE SKILLS AND ABILITIES: Must be: experienced in Microsoft Office programs; have professional experience with Autodesk™ platforms; able to multi-task; flexible; self-motivated; ability to set goals and work within timeframes. Must possess excellent attendance, organizational skills, good oral and written communication skills.

REQUISITE APPLICATION DOCUMENT(S): Degree and/or School Transcripts

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal property.

WHO MAY APPLY: Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants from the Associate Governmental Program Analyst list are being considered. Applications will be screened and only the most qualified applicants will be selected for an interview.

HOW TO APPLY: Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.jobs.ca.gov. If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/19/2018

CALIFORNIA PRISON INDUSTRY AUTHORITY, EXAMINATION(S)

Applications are being accepted for the following examination(s). Examination bulletins for all current CALPIA examinations are available at www.calpia.ca.gov. Your State Application **must indicate** the "Exam Title" and "Exam Code" in order to be processed. ***Applications without this information may be subject to rejection.*** For questions regarding the following examination(s), please call (916) 358-2696.

TYPE OF EXAMINATION: OPEN

EXAM CODE

FINAL FILING DATE:

There are no OPEN examinations at this time.

TYPE OF EXAMINATION: PROMOTIONAL

EXAM CODE

FINAL FILING DATE:

TYPE OF EXAMINATION: CEA

EXAM CODE

FINAL FILING DATE:

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Prison Industries Superintendent I (Agriculture)	6PIAG-01	Continuous
Prison Industries Superintendent II (Agriculture)	6PIAG-02	Continuous
Industrial Supervisor, Prison Industries (Bakery)	7PIBP-01	Continuous
Prison Industries Superintendent II (Bakery)	7PIBP-02	Continuous
Industrial Supervisor, Prison Industries (Bindery)	6PIBD-01	Continuous
Prison Industries Superintendent II (Bindery)	6PIBD-02	Continuous
Industrial Supervisor, Prison Industries (Coffee Roasting & Grinding)	6PICG-01	Continuous
Prison Industries Superintendent II (Coffee Roasting & Grinding)	6PICG-02	Continuous
Industrial Supervisor, Prison Industries (Crops Farm)	6PICR	Continuous
Industrial Supervisor, Prison Industries (Dairy)	6PIDA	Continuous
Industrial Supervisor, Prison Industries (Dental Laboratory)	7PIDL-01	Continuous
Prison Industries Superintendent II (Dental Laboratory)	7PIDL-02	Continuous
Industrial Supervisor, Prison Industries (Detergent Plant)	6PIDP-01	Continuous
Prison Industries Superintendent II (Detergent)	6PIDP-02	Continuous
Industrial Supervisor, Prison Industries (Digital Services)	7PIDS	Continuous
Industrial Supervisor, Prison Industries (Egg Production)	6PIEP01	Continuous
Prison Industries Superintendent I (Egg Production)	6PIEP02	Continuous
Prison Industries Superintendent II (Egg Production)	6PIEP03	Continuous
Industrial Supervisor, Prison Industries (Fabric Products)	6PIFP-01	Continuous
Prison Industries Superintendent I (Fabric Products)	6PIFP-02	Continuous
Prison Industries Superintendent II (Fabric Products)	6PIFP-03	Continuous
Industrial Supervisor, Prison Industries (Food & Beverage Packaging)	6PIFG-01	Continuous
Prison Industries Superintendent I (Food & Beverage Packaging)	6PIFG-02	Continuous
Prison Industries Superintendent II (Food & Beverage Packaging)	6PIFG-03	Continuous
Industrial Supervisor, Prison Industries (Knitting Mill)	6PIKM-01	Continuous
Prison Industries Superintendent II (Knitting Mill)	6PIKM-02	Continuous
Industrial Supervisor, Prison Industries (Laundry)	6PILD-01	Continuous
Prison Industries Superintendent I (Laundry)	6PILD-02	Continuous
Prison Industries Superintendent II (Laundry)	6PILD-03	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Industrial Supervisor, Prison Industries (Maintenance and Repair)	6PIMR-01	Continuous
Prison Industries Superintendent II (Maintenance and Repair)	6PIMR-02	Continuous
Industrial Supervisor, Prison Industries (Mattress & Bedding)	7PIMB-01	Continuous
Prison Industries Superintendent II (Mattress & Bedding)	7PIMB-02	Continuous
Industrial Supervisor, Prison Industries (Meatcutting/Processing)	7PIMP-01	Continuous
Prison Industries Superintendent I (Meat Plant Operations)	7PIMP-02	Continuous
Prison Industries Superintendent II (Meat Plant Operations)	7PIMP-03	Continuous
Industrial Supervisor, Prison Industries (Metal Fabrication)	6PIMF-01	Continuous
Prison Industries Superintendent I (Metal Products)	6PIMF-02	Continuous
Prison Industries Superintendent II (Metal Products)	6PIMF-03	Continuous
Industrial Supervisor, Prison Industries (Optical Products)	6PIPT-01	Continuous
Prison Industries Superintendent I (Optical Products)	6PIPT-02	Continuous
Prison Industries Superintendent II (Optical Products)	6PIPT-03	Continuous
Industrial Supervisor, Prison Industries (Poultry Processing)	7PIPP01	Continuous
Prison Industries Superintendent II (Poultry Processing)	7PIPP02	Continuous
Industrial Supervisor, Prison Industries (Printing)	6PIPN-01	Continuous
Prison Industries Superintendent I (Printing)	6PIPN-02	Continuous
Prison Industries Superintendent II (Printing)	6PIPN-03	Continuous
Industrial Supervisor, Prison Industries (Sausage Making/Cured Meats)	7PISM	Continuous
Industrial Supervisor, Prison Industries (Shoe Manufacturing)	6PISM-01	Continuous
Prison Industries Superintendent II (Shoe Manufacturing)	6PISM-02	Continuous
Industrial Supervisor, Prison Industries (Tool and Die)	6PITD	Continuous
Industrial Supervisor, Prison Industries (Upholstery)	6PIUP	Continuous
Industrial Supervisor, Prison Industries (Wood Products)	6PIWP-01	Continuous
Prison Industries Superintendent I (Wood Products)	6PIWP-02	Continuous
Prison Industries Superintendent II (Wood Products)	6PIWP-03	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u>	<u>EXAM CODE</u>	<u>FINAL FILING DATE:</u>
Construction Supervisor I (Correctional Facility)	7PICS-01	Continuous
Custodian (Correctional Facility)	8PICU-01	Continuous
Lead Custodian (Correctional Facility)	8PICU-02	Continuous
Custodian Supervisor II (Correctional Facility)	8PICU-03	Continuous
Custodian Supervisor III (Correctional Facility)	8PICU-04	Continuous
Equipment Maintenance Supervisor (Correctional Facility)	8PIMS	Continuous
Heavy Equipment Mechanic (Correctional Facility)	7PIEM	Continuous
Heavy Truck Driver (Correctional Facility)	8PITD	Continuous
Industrial Warehouse and Distribution Manager I, Prison Industries	7PIWD-03	Continuous
Industrial Warehouse and Distribution Manager II, Prison Industries	7PIWD-04	Continuous
Industrial Warehouse and Distribution Specialist, Prison Industries	7PIWD-01	Continuous
Industrial Warehouse and Distribution Supervisor, Prison Industries	7PIWD-02	Continuous
Prison Industries Administrator	7PIAD	Continuous
Prison Industries Manager (General)	7PIMG	Continuous
Product Engineering Technician, Prison Industries	7PIPE	Continuous
Products Management Specialist, Prison Industries	7PIPM	Continuous
Quality Control Technician, Prison Industries (Cleaning Products)	7PICP	Continuous
Sales Representative, Prison Industries	7PISR	Continuous

The Application and Training and Experience Assessments can be obtained via the internet by connecting to: [CALPIA Exam Bulletins](#)

Applicants should be prepared to respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training & Experience Assessment. It is recommended that you make copies of your exam results and when applying for a vacancy, attach a copy to your application. Once your assessment is completed please go to www.jobs.ca.gov to create your CALCAREERS profile and apply to any available vacancies. Please use "Prison Industry Authority" as your search term under departments.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION EXAMINATION(S)

The California Prison Industry Authority is participating in the examination(s) listed below which are administered by the California Department of Corrections and Rehabilitation. Examination bulletins for the examinations are available at www.cdcr.ca.gov. Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the examination bulletin.

PLEASE DO NOT SEND YOUR APPLICATION(S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY

TYPE OF EXAMINATION: PROMOTIONAL

EXAM CODE

FINAL FILING DATE:

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) EXAMINATIONS

As part of the CalHR Decentralized Selection Delegation Agreement, California Prison Industry (CALPIA) has access to all service-wide exams administered by CalHR. To view all available examination bulletins please visit the CalHR website at www.jobs.ca.gov. Some examinations are time sensitive and filing dates are provided. Interested applicants must follow the instructions provided on the examination bulletin.